



# Communications Workers of America

**Local 3102**

## Records Request Form - Mobility

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Entry Date: \_\_\_\_\_

Discipline: \_\_\_\_\_

Manager: \_\_\_\_\_

Information needed for a grievance per the Collective Bargaining Agreement, I am requesting information needed for this grievance and the right to further request any information needed.

- Attendance Records
- Copy of B Form – CPSG record copy
- Copy of CPSG records
- Entries Related to Performance
- Entries Related to Attendance
- Copy of all Related Disciplines
- All Drop File Notes (off records, informal, notations) Related to Entry
- All Observations, Records
- Individual Development and Assistance Records
- Group or Department Entries Related to Grievance
- Copy of Policy Used to Determine Discipline
- Agent Activity Report Adherence
- Other \_\_\_\_\_

Return to CWA Representative no later than 5 days before scheduled meeting

CWA Representative: \_\_\_\_\_

This is the 2<sup>nd</sup> Request for the information for a Grievance. The Union demands that records be immediately provided for the grievance meeting already scheduled.